Configuration Management Checklist

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| Sl. No. | Criteria | Yes / No |
| 1 | Does the project have a documented and auditable Configuration Management Process? | Yes |
| 2 | Has the Configuration Management process been distributed to and agreed to by all the affected parties? | Yes |
| 3 | Does the process enforce (aid in) standard naming/format conventions? (i.e. provide unique names/identifiers, of an agreed format for each component) | Yes |
| 4 | Does the project use an appropriate and rigorous Configuration Management tool? | Yes |
| 5 | Do the project participants have the skills/training to use the Configuration Management tool? | Yes |
| 6 | Is there an established, documented and agreed source code baseline? | Yes |
| 7 | Can anyone identify what is currently the production version of any software program in the Application? | Yes |
| 8 | Does the projects Configuration Management procedure cover all software tools used on the project? | Yes |
| 9 | Does the Configuration Management procedure or tool provide for the linking of software modules? I.e. if a module is updated, linked or associated software is also updated /migrated. | Yes |
| 10 | Is there only one version of source code at any one time? (Across all environments?) | Yes |
| 11 | Does the Configuration Management procedure or tool ensure that source code can only be maintained by one person at one time? | Yes |
| 12 | Are all previous versions of source code available via backup? | Yes |
| 13 | Is source code backed up? | Yes |
| 14 | Is all source code subject to version control? | Yes |
| 15 | Is it clear to the user which version of a program is being run? (ie, the version number is on all screens and all reports) | Yes |
| 16 | Are all software changes internally documented? (With: what is changed, when and by whom?) | Yes |
| 17 | Is all source code compiled in the Target environment? | Yes |
| 18 | Is source code deleted from the production environment after compilation? | Yes |
| 19 | Are programmers only able to maintain source code in the development environment? | Yes |
| 20 | Are all transfers (move, compile) of source code only actioned on appropriate authorization? | Yes |
| 21 | Is there a back out strategy for all software upgrades? (Particularly to the Production Environment) | Yes |
| 22 | Is the purpose of each environment clearly identified and controlled? (eg, Dev, System Test, Stress Test, Maintenance, Production) | Yes |
| 23 | Is the database or data dictionary also subject to change control? | Yes |
| 24 | Has one person or area been charged with responsibility for Config. Mgt? | Yes |
| 25 | Is there a change management procedure? | Yes |
| 26 | Does everybody on the project appreciate the difference between Change Management and Software Configuration Control? | Yes |

\*Configuration Management Owner – Configuration Manager.